



Council on Technology Services

Mobile Workforce Workgroup Final Minutes

December 6, 2006

9:00 a.m. – 11:00 a.m.

Virginia Retirement System Headquarters
1200 E. Main St., Richmond, VA 23219

Members Present

Farley Beaton, Chairman (VRS)
Jerry Allgeier (VDACS)
Jeanne Branch (DPOR)
Bethann Canada (DOE)

Linda Foster (TAX)
Bob Smith (Courts)
Mark Willis (VCU)

Members Absent

Darlene Quackenbush (JMU)

Others Present

Mike Hammel, Staff (VITA)
Matt Benedetti (Alliance Group Ltd.)

Eric Link (VITA)
Matt Priestas (APA)

Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:05 a.m.

Approval of the Minutes

Farley asked if there were any changes or corrections to the minutes from the November 8, 2006 meeting. Linda Foster noted that two of the attendees were marked as attending via phone where they were actually present. The minutes were approved as amended.

General Assembly Presentations

Farley reported that at the HJR144 Committee meeting on November 15th, Senator Jeannemarie Devolites Davis asked the Workgroup to present its findings to both of the General Laws committees in the Virginia Senate and the House of Delegates in February 2007 prior to the scheduled recess of the General Assembly on February 23rd. This request by Senator Davis heightened the workgroup's resolve to complete the white paper by the end of January 2007. Farley noted that it has not yet been determined who will make the presentation.

Review of Deliverables

Challenges/Barriers

Mark Willis reviewed an outline he developed of various challenges and barriers to teleworking. He agreed to flesh it out over the next couple of weeks.

- Linda Foster suggested he add "success metrics" as an item.

- Bethann Canada also suggested we add “enabling business apps to be successful”, the problem with managers not feeling their work was suitable for teleworking, and the lack of availability of broadband in all locations.
- Bob Smith suggested we add the issue of who buys the equipment, employee or the organization.

Current State/Adoption Rates

Bethann and Bob reviewed their Current State of Teleworking document with the workgroup.

Existing State Policies/guidelines

Mike Hammel reviewed the existing state policies document he compiled. It includes copies of the policy from DHRM and the policy and forms used by VITA.

- Linda said she would provide copies of the policy and forms used at TAX so they could be included as well.

Documented Best Practices

Gartner, ATT, VIACK and OPM (Federal Office of Personal Management) - Farley reviewed documents he wrote on these programs.

IBM - Bob reviewed a document he compiled on IBM.

- Mike suggested that we footnote the references in Bob’s document to refer to the minutes from our 11/08/06 meeting.

Federal Government Handbook - Jeanne Branch reviewed her document on the Federal Government’s guideline.

- Mike asked if she had looked at the Fed’s Handbook on Teleworking. She agreed to take a look to determine if there was any substantive material she could add to this report.

Award Winning Programs

Federal Government – Jeanne reviewed what she wrote on the Federal government. She agreed that some of the material was redundant with that written by Farley. The two of them will reconcile the documents into one or two accounts.

State of Maryland – Linda Foster summarized her findings on teleworking in the State of Maryland

State of Arizona - Jerry discussed his review of Arizona’s telework program.

Fairfax County – Mike noted that this document was reviewed at the last meeting.

- Linda Foster suggested that Mike take a second look and see if he could include a bit more detail on their program.

Private Sector – Mark Willis reviewed his summary of several private sector telework programs.

TIGTA, NWF, USPTO, USPS OIG – Farley reviewed his summary of these federal agency programs.

Resource Guide Discussion

Jerry facilitated a discussion of the Resource Guide. A variety of ideas were presented but overall everyone was pleased. Jerry will break out the Resource Guide section from the work plan document and distribute to the workgroup for updating.

Recommendations

Bethann and Bob discussed some of the recommendation they were developing.

- Farley asked everyone to bring their top four or five recommendations to the next meeting. Those which achieve consent from the workgroup will be included in the white paper.

Meeting Schedule

The next meeting is scheduled for December 20th. The meeting previously scheduled for January 3, 2007 will be moved to January 10th. There will also be meetings on January 17th and January 31st (planned to be the last meeting of the workgroup).

New Business & Public Comment

Farley asked if any Workgroup members had new business to bring to the Council. There was none.

Farley asked for public comment. There was none.

Adjournment

There being no further business, Farley adjourned the meeting at 10:52 AM.